

## Assistant Society Leader – LAW

### Eligible students:

- Any provisionally or fully enrolled student provided that:
  - A Society Assistant Leader must be a member of the Society and a student at Bloomsbury Institute. Furthermore, to be a Leader of an academic society the student also must be a student of that respective faculty
  - The student would not have been in this office more than twice.

The Assistant Leader role is very important as it enables the Society Leader to effectively perform their relevant duties. The Assistant Leader should be ready to step in as and when required if the Society Leader is unavailable.

The Assistant Leader is expected to support the smooth running of the Society making sure that the set aims, and objectives of the society is adhered to and the voice of members are heard effectively.

The Assistant Leader is also expected to support new agenda's that will be beneficial to the society and will work closely with the society leader to achieve these initiatives.

### Role and responsibilities:

- To be directly accountable to the Student Guild
- To be responsible in upholding the Vision and Mission of the Society
- To maintain databases and other standardised documentation
- To make sure membership dues are up-to-date
- To make sure that all updates and documentation is disseminated to members as required
- To make sure that the relevant information for the website is readily available on request
- To maintain close relationships with relevant academics within Bloomsbury Institute
- To make sure that the content for the bi-monthly newsletter is available
- To support the Society Leader with initiatives associated to the role
- To attend and arrange meetings as and when required
- To be actively involved with the Student Guild activities
- Commit to eliminating any unlawful discrimination and promote equality of opportunity for all members
- To support in raising awareness of issues that may affect the Society



- To uphold good practice and champion the Student Guild within the immediate and wider community
- To maintain confidentiality where required and to safeguard member data.

## Benefits of the role

### Assistant Leader?

- By being an active and engaged Society Leader or Assistant Leader, you will be exposed to some level of input within the Guild. You will learn or develop skills such as formal meeting process, presenting and discussing ideas, negotiation and debating to name just a few
- You should gain a great sense of satisfaction that your place within the Guild really achieved something – contributing to the development and success of the Guild
- Having a great thing to put on your CV – it will demonstrate to potential employers that you have had exposure to some level of formal decision-making within a structured and professional organisation.
- Leaders will be the principal officer of their respective society (or Club/Group) – effectively 'mini-Presidents' (except we call them Leaders!). We envisage the Leader and Assistant Leader roles to work very closely and as a real team. An Assistant Leader would also automatically assume the role of Leader in the event that the Leader stepped down during their term of office.

## The Law Society

### Vision

The vision of the Law Society is to bridge the gap between students and the legal world beyond the institution.

### Mission

The mission of the Law Society is to promote and facilitate the sharing of information, provide network opportunities and develop employability skills.

**Refer to the Election Policy for detailed information, ([www.bil-guild.org](http://www.bil-guild.org)) However some extracts included in this document**

## Relevant Information from Bye-Law 1 – Election Policy

### 3.2 About Officer Trustee, Student Trustee and Student Society elections

Notice of elections in the spring period shall be provided on the Student Guild website at the start of each new full academic period in September/October or January.

9. Detailed notice, information and application/nomination forms shall be provided at least 5 weeks before the start of polling in the spring period.
10. Self-nominations (effected by the submission of an application and nomination form) shall be closed five working days before the start of polling.
11. A candidates meeting must be held following closure of self-nominations at a time specified by the Deputy Returning Officer. However:
  - if a candidate is unable to attend they are expected to meet with the Deputy Returning Officer before they commence any campaigning, to ensure they are completely clear about the role, all election regulations and procedures and:
  - candidates who do not attend the meeting or contact the Deputy Returning Officer by the deadline set may be withdrawn from the election.

Society Leadership elections are also held in the spring each year. A maximum of two terms (which may or may not be concurrent) can be served. Society Leaders/ Assistant Leaders formally take up office in the following September/October but are expected to nevertheless undertake planning over the summer for their society's activities in the coming year that will enable them to be ready for implementation when they begin their role. Each society must elect a Society Leader (an Assistant Leader is not mandatory but is desirable).

### 7.4 Eligibility and rules for the positions

34. A Society Leader / Assistant Leader must be a member of the Society and a Member. Furthermore, to be a Leader/Assistant Leader of an academic society, the student must also be an enrolled student of that respective faculty.
35. Ordinarily, candidates must be recorded by the Bloomsbury Institute as being a "fully enrolled" student to be able to run for office. Students achieve full enrolment status when they have fully satisfied the institution's admission and financial requirements. Candidates who are not sure of their enrolment status are advised to have this checked by a member of the institution's staff or via the Deputy Returning Officer before starting or continuing with the application or candidacy process.
36. The Deputy Returning Officer will check a candidate's enrolment status as soon as practically possible following the submission of a candidate's application but ultimately, it is the candidate's own responsibility to check that their enrolment

- status enables them to run. Following an application, if full enrolment is not found to be in place, the Guild Manager will consult with Bloomsbury Institute staff accordingly. The Deputy Returning Officer will then advise the candidate whether they may continue their run for office or the grounds on which they must withdraw.
37. Candidates cannot run for any other office in the same election period or should they be elected, at a later date for any other elected Student Guild office that would be in place during the period of their term. Candidates should likewise be aware that should they be elected, they cannot also run to be a SCSR whilst holding office.
  38. A candidate must return the Application and Nomination Form signed by themselves and by a minimum of 5 other Society members (of the relevant Society), no later than the published deadline.
  39. Candidates are not subject to a candidate application number limit; however, no more than six candidates can be put forward for election for each available position. Excess applications would trigger a count by the Deputy Returning Officer of the total number of nominations obtained by each candidate and the candidates with the highest numbers of nominations will secure the right to proceed to the election by secret ballot. In instances of ties in the number of students supporting (nominating) candidates, the Deputy Returning Officer would ask the Board of Trustees to decide, by consideration of the qualitative merits of manifesto's, on any eliminations.
  40. Candidates must show professionalism and to conduct their campaigns with courtesy, respect and truthfulness.
  41. A candidate must commit to submit a Manifesto (no more than two A4 sides and which shall be published, *inter alia*, on the Student Guild website) to the Guild Manager by the published due date and participate in Hustings.
  42. Candidates must commit to attend a candidate's meeting (that may be held as a group or on an individual basis) held following closure of self-nominations at a time specified by the Deputy Returning Officer.
  43. Candidates must not be subject to any pending or ongoing disciplinary or safeguarding investigation initiated by the institution or the Student Guild.
  44. The Student Guild reserves the right to withdraw an application where it is considered, following consultation with the Returning Officer, that a candidate's conduct as a student and or Member either before or during the election proceedings is such that being elected to the role of Society Leader / Assistant Leader would be inappropriate.